

## Teacher Observations, Mini-Observations, Artifacts and Walkthroughs

	<i><b>Tool</b></i>	<i><b>Estimated Duration</b></i>	<i><b>Purpose</b></i>	<i><b>Steps</b></i>	<i><b>Evidence generated</b></i>	<i><b>Minimum Frequency</b></i>	<i><b>Other</b></i>
Included in the System	Announced Observation (s) (long)	45-60 minutes ( ± length of a class period)	Observation of educator (teacher) to gather evidence of educator practice	<ul style="list-style-type: none"> <li>Pre-observation conference</li> <li>Observation (TS form)<sup>1</sup></li> <li>Post-observation conference</li> </ul>	<p>Evaluative evidence specific to the educator that can be tagged to a component</p> <p>Teachers or evaluators can upload artifacts in support of the observation after the event</p>	Once (twice if shorter duration) during a Summary Year by the evaluator	May be used by peers across the Effectiveness Cycle for formative practice
	Mini-observations (short) <i>(Formerly referred to as walkthroughs)</i>	15 minutes		<ul style="list-style-type: none"> <li>Observation (TS form)<sup>1</sup></li> <li>Feedback provided by evaluator within 1 week</li> </ul>		3-5 over the full Effectiveness Cycle, minimum of twice during a Summary Year by the evaluator	<p>Conducted similarly to unannounced observations</p> <p>May be used by peers across the Effectiveness Cycle for formative practice</p> <p>Districts may use district-created observation tools<sup>2</sup></p>
	Artifacts	None	Submitting evidence of practice or outcomes	<ul style="list-style-type: none"> <li>Upload document(s)</li> </ul>	Evidence within artifact tagged by teacher to a specific component or SLO	As often as necessary	<p>Focus on “high-leverage” artifacts that generate evidence for multiple components</p> <p>Can be teacher or evaluator driven</p>
Not Required	Walkthroughs	5-10 minutes	Observing a specific idea, theme, trend, initiative, or topic across multiple classrooms or contexts (usually building-wide at this level)	<ul style="list-style-type: none"> <li>Observation (TS walkthrough tool or district created tool)</li> </ul>	<p>Fidelity information or other broad view of theme, trend, or topic.</p> <p><b>Not intended to be used primarily</b> for evidence collection on specific educator practices</p>	As often as the building administrator or other administrator feels is necessary	<p>Districts may use their own walkthrough tools</p> <p>Not required by the WIEE System</p>

<sup>1</sup> – Evaluators may script observation notes using another tool or format and transfer them into Teachscape prior to tagging evidence from observations within Teachscape.

<sup>2</sup> – District-created mini-observation tools must be developed in such a way as to capture and document observable evidence of specific teacher practices.